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3 September 1968

MEMORANDUM FOR: Chief, Information Services Group
Chief, Support Services Group

SUBJECT: Bibliographic Control of Intelligence Documents

This paper is being written in an effort to define and identify ^{the} and codeword and collateral documents series which are being given full bibliographic indexing through ISG's H-O-L indexing procedures and, to determine whether machine printouts of this information can be utilized by SSG for document identification and searching purposes.

A survey of SSG filing procedures and ISG indexing procedures has led to the following observations and recommendations.

Collateral Documents

Information Reports

Since its inception, ISG's H-O-L indexing has provided full bibliographic information for all Air, Army, Navy, DIA, State and CIA information reports. SSG has had no difficulty in servicing requests for these reports since the 10-digit document control numbers under which they are indexed are the numbers by which they are filed in the aperture card files. Non-ISG generated requests can be serviced either by going directly to the filmed document by document number or, by constructing the number when only the source, post and report number are known. Documents which comprise this category of material are called the "meaningfully numbered" documents series since their 10-digit control numbers fully describe the sources of the reports. ISG indexes all meaningfully numbered documents series and SSG files all of them.

DoD information reports which transmit other report series such as BOIR's, MACV documents and Army "J" translations could present document servicing problems to SSG when the document enclosures are requested and the 10-digit document control numbers under which they are filed are unknown.

ISG's indexing is providing cross-references from BOIR report numbers to the 10-digit DoD document numbers now. Machine printouts of this data can be obtained to assist SSG with BOIR searching problems.

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MACV documents which include MACV Log Numbers and MACV Bulletin Numbers are given shallow indexing by ISG but the volume of MACV reports and the overwhelming number of references to Log Numbers and Bulletin Numbers makes full indexing impossible. SSG is providing cross-references to the Log and Bulletin numbers in the Source Card File. The absence of a computer record of these numbers indicates the necessity for continued cross-reference access in the Source Card File.

Army translations which carry a 10-digit common control number and a translation number beginning with the letters "J" do present document servicing problems to SSG. When requests cite only the "J" numbers and access to the document files requires a 10-digit control number, DIA must be contacted for the control number before requests can be serviced.

ISG selectively indexes "J" translations. When the translations are indexed cross-references to the "J" numbers have been provided from which printouts can be obtained. Complete cross-reference access to "J" translations could be provided in SSG's Source Card File with DARE cards being made for each document in a manner similar to that being followed for MACV Log and Bulletin Numbers if the "J" numbers for the cover-to-cover translations filed in the CIA Library were included in the file.

Finished Intelligence

All CIA finished intelligence documents including intelligence periodical articles are being indexed in ISG. All other finished intelligence reports including DoD contract reports and non-CIA intelligence periodicals are indexed selectively. The 25-character document number assigned to finished intelligence at the time of ISG's H-O-L indexing describes the source, issuing component, report number, and date.

The finished intelligence documents which present major searching problems to SSG are those which have been filmed and assigned "P" numbers or those which have been kept in hard-copy and given "P-V" numbers. These numbers are assigned to DoD contractor reports and a variety of other reports some examples of which are cited in Attachment E. ISG is providing 25-character document numbers with cross-references to the "P" and "P-V" numbers for those documents selected for indexing. SSG maintains a cross-reference capability to the file numbers in the Source Card File.

Since SSG files CIA finished intelligence and all collateral intelligence periodicals by source, issuing component, report number or title and date, few searching problems have been encountered in servicing either [REDACTED] queries

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or any other routine document requests. The absence of a machine record for selectively indexed intelligence periodicals would present no problems since no cross-referencing is needed nor exists now for such items. If the "P" and "P-V" series of documents could be filed by source, eliminating the need for assignment of such numbers, loss of machined bibliographic records for items not selected for indexing would no longer be a concern.

"Letter" Series Documents

USIB Agency documents which do not have 10-digit common control numbers and non-USIB Agency documents which are filmed and selected for filing in SSG are assigned a so-called "letter" series document number. The "letter" designates the issuing agency and the remainder of the 10-digit number is composed of report number and date, when known. For those series which do not have specific report numbers a "sequential" number is added to the letter/source. Represented in this category of material are such agencies as FBI and Dept. of Agriculture and such organizations as NATO, CENTO, and SEATO. A full listing of the "letter" series is available in attachments C and D.

The "letter" series documents are selectively indexed in ISG. When selected for indexing, the H-O-L assigns the report a 25-character document number which describes the source, issuing component, report number and date. Source/series or cross-reference information to the "letter" series is provided for each item selected.

SSG's Source Card File provides similar access to the "letter" series with a card filed under source and issuing component which notes the filmed "letter" series number.

"Sequentially" numbered documents in these series pose the greatest problem for retrieval. Very often the documents have no specific document numbers. ISG indexes very few documents in this category. SSG's Source Card File provides some cross-reference access to these series with a card filed under source and date.

If SSG continues to select and file all of the reports which must be sequentially numbered the absence of machined bibliographic control of the documents would indicate some alternate means of cross-referencing such as exists in the present Source Card File.

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Non-Indexed Documents

Documents which receive no indexing in ISG (attachment B) are primarily intelligence periodicals from DoD Command elements and CIA Daily Reports. These series present no servicing problems since, in all cases, they are filed in SSG by source, etc.

Top Secret Documents

Most Top Secret documents series are indexed by ISG. Cross-references to the TS#'s are provided and computer printouts of this information can be provided for indexed items.

Codeword Documents

Information Reports

ISG is indexing all hard copy codeword documents series. The 25-character SRT document numbers under which they are indexed are the numbers under which they are filed.

While no major document servicing problems seem to have occurred thus far, it is possible that some problems could arise for a few documents series whose numbers are re-written by ISG's H-O-L's to accommodate computer input requirements.

Finished Intelligence

Codeword finished intelligence documents series and periodicals are assigned 25-character document numbers in ISG's H-O-L indexing. Since these numbers reflect the sources, issuing components and report numbers and dates and the documents are filed by source, etc., in SSG, no significant document servicing problems have occurred.

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Project names such as [REDACTED] are filed under project name in the Codeword Document Library. While ISG indexing provides only abbreviated document identification such as [REDACTED], this variance has presented no document identification problems to SSG thus far.

NPIC reports with the exception of Mission Reports are filed by [REDACTED] number in SSG. NPIC Mission Reports are filed by Mission Number and [REDACTED]

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number. While ISG's indexing does not cross-reference [REDACTED] numbers, the Codeword Document Library has reported no specific servicing problems on NPIC document requests.

Conclusions

Of the documents series surveyed, the following series have presented no significant document servicing problems to SSG:

1. Collateral information reports with 10-digit "meaningful" control numbers.
2. Codeword information reports with 25-character SRT document numbers.
3. Codeword finished intelligence documents including DoD contract reports.
4. Collateral and codeword intelligence periodicals.
5. Collateral finished intelligence documents issued by C.I.A.
6. Non-indexed intelligence documents.

With the exception of 10-digit reports transmitting such items as BOIR's, these series have no cross-reference approach now in SSG's Source Card File. Since all of these series except the BOIR's are filed by source or meaningful document numbers now, computer printouts would be needed only for cross-referencing such transmittals as the BOIR's.

The other collateral documents series surveyed have presented no searching problems up to now because SSG's Source Card File has served as a backup for cross-reference identification. Of these series, the only significant series are the MACV documents which transmit MACV Log Numbers and Bulletin Numbers.

The finished intelligence documents which are filed in SSG by "P" and "P-V" numbers now and the "letter" series documents would need no cross-reference access if they were assigned 25-character document numbers which reflected their sources. The documents then could be filed by source, report number and date, or, in the absence of a report number, by source and date. If this were done, no computer printouts would be necessary for file access.

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The 25-character document numbers are assigned to both codeword and collateral finished intelligence documents in ISG at the time of H-O-L indexing. If this numbering system were adopted by SSG to accommodate the filing of documents by source rather than by assigned document numbers such as the "P," "P-V," and "letter" series, the numbers could be assigned at the time of document dissemination. For collateral documents series, consistency in the use of document numbers both in ISG and SSG would be ensured, thus eliminating the need for additional cross-reference files either in the form of source cards or computer printouts.

The most logical point in SSG for this type of document numbering would seem to be CRS/SSG/ADD. Since some forms of document numbering have been handled by both the Distribution Section and the Publications Section in the past, it would seem that the transition to the new numbering system could be accomplished with more expertise in ADD.

Training time, time for planning file reorganization and administrative considerations of file cut-off dates indicate January 1969 as the target date for a new document numbering system.

The numbering of codeword finished intelligence should continue in ISG. Codeword finished intelligence documents are filed by source in SSG now and ISG's 25-character numbering has presented no significant document identification problems. Continuing the numbering in ISG would eliminate the additional administrative and security questions which would be involved in establishing a central control point for codeword document numbering. Authority Files should be maintained at central points in both ISG and SSG but the primary responsibility for constructing numbers should be SSG/ADD's.

Recommendations

With these points in mind it is recommended that:

1. ISG continue to give at least bibliographic indexing to all CIA codeword and collateral intelligence documents.
2. ISG and SSG jointly consider the feasibility or necessity for giving at least bibliographic indexing to all collateral and all codeword information reports. "7"
3. ISG's area division SO/DA's identify series of both codeword and collateral documents, which have repetitive titles and which are consistently

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indexed with the same codes, for the purpose of determining whether one index record for such series would accommodate all output requirements.

4. ISG indexing continue to provide cross-references to DoD reports transmitting BOIR's.
5. ISG indexing begin to provide cross-references to those TCS numbers needed by SSG for file access.
6. SSG adopt the 25-character document numbering system for filing finished intelligence.
7. SSG discontinue the assignment of "P" and "P-V" and the "Letter-Series" numbering systems for collateral finished intelligence documents.
8. SSG review the request traffic for MACV Log and Bulletin numbers in an effort to determine the feasibility of maintaining a Source Card File to accommodate one series of documents at the request of one research office.
9. SSG study the necessity for providing cross-references to "J" translations not selected for indexing by ISG.
10. SSG/ADD become the central point in CRS for the assignment of 25-character document numbers to collateral finished intelligence documents.
11. The assignment of 25-character document numbers to codeword intelligence documents continue to be handled in ISG's H-O-L indexing operations.
12. January 1969 become the target date for initiation of SSG's new document numbering and filing systems.
13. The undersigned or their alternates serve informally as advisors on future document processing problems which concern 25-character document numbers.

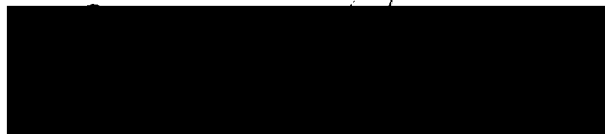
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Chief, Search Section, DSB, SSG

Attachments:

- A - Selectively Indexed Document Series
- B - Non-Indexed Intelligence Documents
- C - Filmed Collateral Document Series For Which
25-Character Numbers Can Be Created
- D - Filmed Collateral Documents Series For Which
25-Character Document Numbers Cannot Be Constructed
- E - "P" and "P-V" Numbered Documents Series

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